

Checklist For Miscellaneous Commercial Submittal

Tenant Improvement

Four (4) complete plan sets to include, but not limited to, the following:

- A comprehensive narrative (8 ½ x 11 – not attached to the plans) shall be provided describing the general use of the proposed business or facility and precise uses of all rooms and areas.
- Site plan with the business name, closes handicapped accessible parking space(s) and access aisle, occupancy type, construction type, space square footage and names of adjacent tenant spaces.
- Floor plan including provisions to meet handicapped accessibility requirements.
- Electrical/Plumbing/Mechanical systems (existing and proposed).
- Any details for addition or deletion of walls, doors, or windows.

Plan Changes

- Four (4) sets of plans (only those sheets which contain revisions/changes with all revisions/changes highlighted by use of a delta number and “clouding” in order to bring attention to these items), narratives (separate from the plans describing each change, and other supporting documents (structural calculations, product cut-sheets, etc.)

Deferred Submittals (Truss, Stairs, Vaults, etc.)

- Four (4) complete plan sets with keyed layout sheets showing the information being deferred..
- **Prior to submittal, plans shall be reviewed by both the architect and engineer of record and a stamp affixed thereto which reflects acceptance in conformance with the approved building design and structural requirements.**

Fence Wall/Retaining Wall

- Two (2) copies of plot plan showing fence location, all gates, all structures, and easements, footing and section details identifying materials, and reinforcing bar spacing and size, and sealed engineering calculations and details.

Temporary Power – Minor Electrical

The use of cord assemblies for service wiring of temporary power are generally prohibited

Note: All overhead installations shall comply with the Town of Gilbert Building Department details for overhead installations.

- Two (2) copies of plot plan showing all structures, locations/size of Service Entrance Section (SES), sub-panels or generators; indicate wiring methods - include: conduit size and type, wire size and type, burial depth, one line diagram, and loads. Note two ground rods are always required where ground rods are used.

Construction and Sales Trailers – Please note that separate permits are required from Arizona Office of Manufactured Housing for other than single wide construction trailers

- Two (2) copies of plot plans with location, size, setbacks of trailer, parking (accessible parking and accessible routes and ramps for sales trailers) and sources of utilities. Provide additional information noted above for utilities.

Fire Submittals – Please note that all fire alarm and fire sprinkler installation plans require design by an Arizona Registrant Professional Engineer with exception of the following: NFPA 13D Residential fire sprinkler systems (minimum NICET II), fire sprinkler modifications involving less than 20 heads not associated with high hazard occupancies (minimum L-16 license), and monitoring systems serving fire sprinkler systems and associated supervisory functions (minimum NICET II). Those plans not requiring an Engineers design shall have a title block with complete contractor and designer information including: Name, Address, Phone Number, and valid Arizona Contractors License Number.

- Fire Sprinklers: Three sets of plans, sprinkler head cut sheets, and hydraulic calculations.
- Fire Alarms or Monitoring Systems: Three sets of plans, device cut sheets with particular device highlighted, batter calculations, voltage drop calculations and circuit voltage calculations.

Permanent Signs – These applications will be reviewed for compliance with the Design Review file or the Comprehensive Sign Program/Master Sign Package criteria for your location.

Wall Sign

- Three (3) sets of plans, with landlord approval, maximum size 11” x 17”, of the following: overall site plan to include linear footage of front elevation and setback of building from right-of-way; horizontal and vertical dimensions of sign band area, or wall space in which sign is placed; complete description of letters including side elevations, colors, dimensions and how letters are attached to building; and **color** copies of sign superimposed onto the building

Monument Sign

- Three (3) sets of plans, with landlord approval, maximum size 11” x 17”, of the following: overall site plan indicating sign location, dimension(s) of linear feet for parcel(s), separation from existing monument signs, and setback from right-of-way; complete description of sign, overall dimensions, and footing detail; and **color** copies of monument sign.

Temporary Signs

Banners

- Two (2) sets of plans for proposed signage, maximum size 11” x 17”, to include: Sign dimensions and elevation showing sign location.

Real Estate, Development, Builder Sign Package & Weekend Directional Signs

- Three (3) sets of plans for proposed signage, maximum size 11” x 17”, to include: Sign description and dimensions and site plan showing sign location(s).